

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, January 21, 2021 at 4:00 p.m. in Council Chambers of City Hall. The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present – by phone
City Engineer	Jay Hollen	Present – by GTM
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present – by GTM
Sanitary Superintendent	Bryan “Buck” Samples	Present – by phone
Plant Engineer	Sam Ludlow	Present – by phone
City Attorney	Tom O’Neill	Present – by GTM
Grants & Information Coordinator	Callie Cronin Sams	Present – by GTM

GTM – GoToMeeting

Guests – None

*To Participate in a Utility Board meeting during the COVID-19 Stay at Home Order,
Please contact us at 304-472-1651 for the GoToMeeting link/access*

*City of Buckhannon Sanitary Board – 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, January 21, 2021*

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1
- C. Finance Report-Amby
 - C.1 December 2020
- D. Department Report
 - D.1 33 West Extension North
 - D.2 33 West Extension South-JF Allen Co
 - D.3 Plant Operations-Testing
 - D.4 Maintenance Crew
 - D.5 Line Crew
 - D.6 CSO-LTCP
 - D.7 North Spring St
 - D.8 Generator Project Update & Bid Opening Procedures (Jay)
- E. Stormwater
 - E.1 Buck’s Report
- F. Correspondence and Information
 - F.1 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project -Emergency Power Generators -Grant No. 2-Published Record Delta Newspaper & The Charleston Gazette
 - F.2 Letters to WVDHSEM RE: Invoice No. 9 & No. 10 DHS/FEMA Region III Hazard Mitigation Project Emergency Power Generators
 - F.3 Tennerton P.S.D. Meeting Minutes November & December 2020
- G. Consent Agenda
 - G.1 Approval of Minutes –12/17/2020 Sanitary Board Meeting
- H. Strategic Issues for Discussion and/or Vote
 - H.1 Discussion/Approval Advertise Position of Chief Operator
 - H.2 Approval of the Long-Term Control Plan (LTCP)
 - H.3 POTESTA Geotechnical Services for N. Spring Street Project
 - H.4 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement

I. Board Members Comments and Announcements

J. Adjournment

Posted 01/15/2021

A. Call to Order - The meeting was called to order by Recorder Randy Sanders.

A.1 Moment of Silence - The Recorder ask for all to join in a Moment of Silence

A.2 Pledge to the Flag of the United States of America – The Pledge was led by Amby Jenkins.

B. Recognized Guests

B.1 None

C. Finance Report-Amby Jenkins

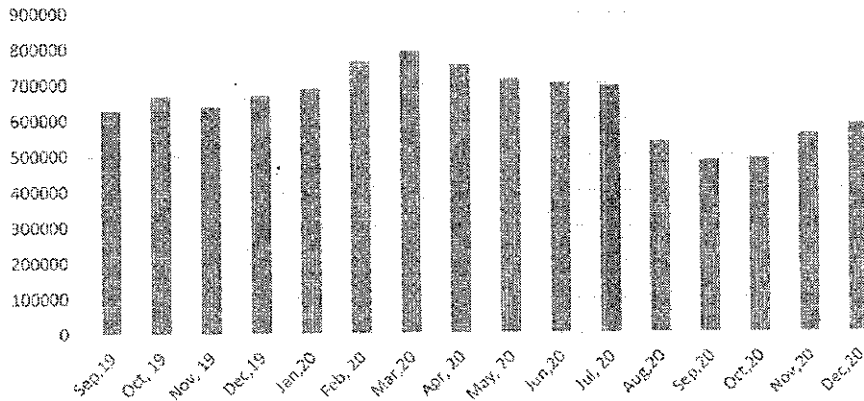
C.1 December 2020 – Amby provided the December finance report as follows:

SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance December 31, 2020

Money market checking	\$ 586,354.08
CD Investment (Citizens)	\$ 50,971.94
CD Investment (Citizens)	\$102,218.22
CD Investment (Community) 2.48%25mthAug2019	\$100,000.00

Bank Bal MM/Chking



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AF 12-01-20 TO 12-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
POWER/FUEL/UTILITY	MON POWER	711-113-00	PLANT POWER	SAN ELEC 12-30-2020	5,126.30		
		711-914-00	TJM SEWAGE STATION	SAN ELEC 12-30-2020	36.88		
		711-913-00	MADISON STREET	110087327497 RANDELEH	28.83		
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	201.06		
		711-513-00	MONONGALIA ST	110082080448 MON & WOOD ST	143.94		
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	207.31		
		711-918-00	RT 20 SEWER PUMP STA	110 086 994 965 RT 20	5.00		
		711-920-00	PLANT VEHICLES-2,3,8	SAN NOV 2020 FUEL BILL	1,176.30		
		711-920-01	TENNERTON INTERCEPTO	WESTON RD BILLING NOV 2020	348.63		
					TOTAL:	7,274.25	
		UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	ALL DEPT NOV 2020 UNIFORMS	982.32
						TOTAL:	982.32
LINES	COLE TRUCK PARTS INC	713-443-00	EQUIPMENT & MAINTENA	FILTERS	44.34		
		713-443-00	EQUIPMENT & MAINTENA	SERVICE FILTERS	96.47		
		713-143-00	FACILITIES MAINTENAN	BIB OVERALLS	68.28		
		713-143-00	FACILITIES MAINTENAN	BOOTS	174.99		
		713-243-00	SUPPLIES LINES	HOSE NOZZLE AND SPRAY FCM	37.02		
		713-243-00	SUPPLIES LINES	TRUCK SUPPLIES	91.86		
		713-243-00	SUPPLIES LINES	DYE	525.00		

\$ 13,160.00 Precision Pump & Valve - Pump repair
\$ 6,200.00 Enagua - UV Unit Progress Billing

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AP 12-01-20 TO 12-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	THE C.I. THORNBURG CO., INC.	713-243-00	SUPPLIES LINES	MISC FITTINGS	1,217.50
	HARBOR FREIGHT TOOLS	713-143-00	FACILITIES MAINTENAN	PCRD-FACE MASKS;CHANNEL LO	26.95
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	NOV20 MISS UTILITY	33.33
	LOWES BUSINESS ACCOONTE	713-243-00	SUPPLIES LINES	SIDEWALK REPAIR	107.03
		713-243-00	SUPPLIES LINES	SHOVEL GRS CAN SAKRETE	54.43
	BRUFFEY TRUCKING INC	713-243-00	SUPPLIES LINES	STONE-RESTOCK	529.40
	STATE EQUIPMENT INC.	713-243-00	SUPPLIES LINES	CHAINS FOR CONCRETE SAW	609.90
	CRISS SALES & SERVICE	713-443-00	EQUIPMENT & MAINTENA	PULL ROPE	5.99
		713-243-00	SUPPLIES LINES	STEEL CUTTER BLADE	98.55
	JOHN BOGGESS dba VOG ASSOCIA	713-243-00	SUPPLIES LINES	GLOVES HIGH RISK	350.00
	BEHNFYS BOOT HILL	713-143-00	FACILITIES MAINTENAN	BOOTS	179.91
	NEWLONS INTERNATIONAL SALES	713-443-00	EQUIPMENT & MAINTENA	AIR VALVE	134.18
	CITY OF BUCKHANNON STREET DE	713-343-00	STREET DEPT SERVICES	CONCRETE AND COLD BATCH	2,583.75
				TOTAL:	6,969.61
PLANT	LYKINS OIL COMPANY	714-343-00	EQUIPMENT MAINTENANC	SHOP RAGS GREASE	119.00
	A F WENDLING INC	714-143-00	FACILITIES MAINTENAN	PAPER TOWELS	24.28
	FISHER AUTO PARTS INC	714-343-00	EQUIPMENT MAINTENANC	MOTOR OIL	33.48
		714-343-00	EQUIPMENT MAINTENANC	SPRAY CLEANER	23.88
		714-143-00	FACILITIES MAINTENAN	SPRAY CLEANER	23.88
	SOUTHERN STATES COOP INC	714-143-00	FACILITIES MAINTENAN	KAT POISON	36.98
		714-143-00	FACILITIES MAINTENAN	WATER	37.90
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	9.89
		714-143-00	FACILITIES MAINTENAN	WATER	37.90
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	WIRE WHEEL	16.70
		714-643-00	OPERATION PLANT EXPE	OXYGEN	35.46
		714-643-00	OPERATION PLANT EXPE	ACETYLENE	116.74
	RELIANCE LABORATORIES INC	714-243-00	LAB EXPENSE PLANT	TESTS (LAB)	325.00
		714-243-00	LAB EXPENSE PLANT	MONTHLY LAB TESTING	50.00
	THE C.I. THORNBURG CO., INC.	714-643-00	OPERATION PLANT EXPE	POLYMER	750.00
	NAPA-AMTOWER AUTO SUPPLY	714-643-00	OPERATION PLANT EXPE	RATCHET SOCKET	15.49
		714-343-00	EQUIPMENT MAINTENANC	OIL FILTER	3.91
		714-643-00	OPERATION PLANT EXPE	WASH, MOTOR CLEANER	86.16
		714-643-00	OPERATION PLANT EXPE	DE ICER	4.14
	APPLIED INDUSTRIAL TECHNOLOG	714-343-00	EQUIPMENT MAINTENANC	MOPOR CHECK OUT	125.00
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER RENTAL	50.00
	NORTH CENTRAL LABORATORIES C	714-243-00	LAB EXPENSE PLANT	MISC LAB SUPPLIES	836.18
	WV DEPT ENVIRONMENTAL PROTEC	714-243-00	LAB EXPENSE PLANT	LAB 153 CERIFICATION	355.00
	LOWES BUSINESS ACCOONTE	714-143-00	FACILITIES MAINTENAN	PAINT SUPPLIES	236.57
		714-143-00	FACILITIES MAINTENAN	SUPPLIES FOR PAINTING	199.29
		714-643-00	OPERATION PLANT EXPE	PCRD-BOOR SWEEP;PAPER TOWE	25.58
		714-143-00	FACILITIES MAINTENAN	GRAY FLOOR PAINT	111.15
	ACE HARDWARE & CONTRACTOR SU	714-643-00	OPERATION PLANT EXPE	WATER BUZZLE AND FIRE EXT	26.98
		714-143-00	FACILITIES MAINTENAN	DOOR HANDLE	21.96
		714-143-00	FACILITIES MAINTENAN	MATERIALS TO PAINT FLOOR	184.16
	US CELLULAR	714-543-00	TELEPHONE	704-7883 788C 931-0814 439	354.02
	PRECISION PUMP & VALVE SERVI	714-443-00	PUMP STATION REPAIR	PUMP REPAIR	11,093.00
		714-443-00	PUMP STATION REPAIR	MYERS PUMP REPAIR	2,067.00
		714-343-00	EQUIPMENT MAINTENANC	PUMP REPAIR	767.00
	WATZ EQUIPMENT SERVICE	714-343-00	EQUIPMENT MAINTENANC	LIFT AND CRANE INSPECTION	275.00
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	MISC SUPPLIES	112.21
		714-143-00	FACILITIES MAINTENAN	WIPES.T BAGS, CUTLER	113.60
		714-143-00	FACILITIES MAINTENAN	MISC. SUPPLIES FOR PLANT	5.22
	EBAY	714-343-00	EQUIPMENT MAINTENANC	PCRD-45 AMP STARTER	55.00

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AP 12-01-20 TO 12-31-20

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		714-143-00	FACILITIES MAINTENAN	PCRD-FLAME PROOF CABINET	799.33
	MICROLOGIC INC	714-743-00	TELEMETRY	SAN MONTHLY SEC MONT 1220	179.70
		714-743-00	TELEMETRY	SAN MONTHLY SEC MONT 1220	179.70
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	84.34
	ALFA LAVAL, INC	714-343-00	EQUIPMENT MAINTENANC	SEALS FOR BELT PRESSE	124.53
SALARIES PLANT/LINES	**PAYROLL EXPENSES			12/01/2020 - 12/31/2020	49,296.72
				TOTAL:	69,929.13
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			12/01/2020 - 12/31/2020	11,117.54
				TOTAL:	11,117.54
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN DEC 2020 HEALTH INS	7,098.00
		718-105-00	HEALTH INSURANCE	SAN DEC RETIREE'S INS	3,200.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,823.75
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,872.35
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	426.56
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	461.32
	USI INSURANCE SERVICES LLC	718-105-00	HEALTH INSURANCE	GRP BENEFIT FEE 3RD INSTAL	959.40
	PAYFLEX	718-105-00	HEALTH INSURANCE	SAN DEC 2020 HSA FEES	65.00
				TOTAL:	16,096.47
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,701.42
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,770.41
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	215.85
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUT	280.00
				TOTAL:	5,967.68
UNEMPLOYMENT/COMPENSAT	EMCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCH1005474 11-2-20 TO 12-	1,216.85
	WV MUNICIPAL LEAGUE	920-226-00	UNEMPLOYMENT/COMPENS	SAN 4TH QTR 2020 UNEMPLOYM	12.10
				TOTAL:	1,228.95
BILLING/COMPUTER/DEP I	DIGITALCOURTHOUSE.COM	783-341-00	BILLING & COLLECTING	PCRD-SUBSCRIPTION	74.75
	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	DEC 20 POSTAGE	1,599.15
	WATER BD-CITY OF BUCKHANNON	783-341-00	BILLING WAT BD METER	DEC 2020 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	NOV 2020 MNTHLY MAINTENANC	75.00
		783-341-00	BILLING & COLLECTING	DEC 2020 MNTHLY MAINTENANC	75.00
	HART OFFICE SOLUTIONS INC	783-341-00	BILLING & COLLECTING	STAPLES FOR COPIER	23.92
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	MAIL PERMIT FEE #14 YEAR	240.00
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE DEC	139.03
	DOLLAR GENERAL CORPORATION	783-341-00	BILLING & COLLECTING	CITY HALL SUPPLIES	16.13
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	DEC 2020 SERVICE CONTRACT	212.50
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	RCPT#771951071 JUL COMP SR	385.84
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	5.49
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-INK CART;FILTER;CALEN	27.58
		783-341-00	BILLING & COLLECTING	PCRD-POSTAGE SOLUTION	9.99
	ROTARY CLUB OF BUCKHANNON-UP	783-341-00	BILLING & COLLECTING	EMPLOYEE'S ROTARY BLOOD SC	55.00
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	HARDWARE ANNUAL FEES	81.73
	SUDESLINK	783-341-00	BILLING & COLLECTING	DEC 2020 INTERNET	31.86
				TOTAL:	2,357.97
OFFICE EXPENSE	APLAC	793-341-00	OFFICE SUPPLIES & EX	WINDOW	11.70
	RALSTON PRESS INC	793-341-00	OFFICE SUPPLIES & EX	PURCHASE ORDERS 5000	144.88
		793-341-00	OFFICE SUPPLIES & EX	WINDOW ENVELOPES 5000	69.10
		793-341-00	OFFICE SUPPLIES & EX	CUSTOMER SIGN UP CAR	22.94

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	AMBERLE JENKINS	793-341-00	OFFICE SUPPLIES & EX	REIMBURSE MAILING PRINTERS	24.26
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	NOV 2020 AA FEES	162.89
		793-341-00	OFFICE SUPPLIES & EX	OCT 2020 AA FEES	201.71
	COMMUNITY CARE OF WV	793-341-00	OFFICE SUPPLIES & EX	COVID 19 TESTING	50.00
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	NOV 2020 CREDIT CARD FEES	697.15
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	51.05
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT DEC 2020 GROTAR P	296.59
	AMAZON.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-POSTAGE INK	22.50
		793-341-00	OFFICE SUPPLIES & EX	PCRD-POSTAGE INK	60.13
		793-341-00	OFFICE SUPPLIES & EX	PCRD-ADD ROLLS	22.03
	ROTARY CLUB OF BUCKHANNON-UP	793-341-00	OFFICE SUPPLIES & EX	EMPLOYEE'S ROTARY BLOOD SC	75.00
	FROPTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	64.80
		793-341-00	OFFICE SUPPLIES & EX	304-903-2273-960600-4	24.18
	PIPNEY BOWES INC	793-341-00	OFFICE SUPPLIES & EX	RED INK OVERNIGHT	45.24
			TOTAL:		2,079.15
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	4-1-20 TO 4-1-2021 QPRLY P	3,338.24
	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	JAN 2021 INS PREMIUM AUTO	2,262.56
			TOTAL:		5,600.80
BOND A	MUNICIPAL BOND COMM OF WV	570-199-00	BOND ISSUE #A	SAN DEC 20 BOND A PYMT	14,144.97
			TOTAL:		14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN DEC 2020 BOND B PYMT	2,253.00
			TOTAL:		2,253.00
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	SAN DEC 2020 BELT PRESS PY	2,210.60
	ENACUA	997-455-00	SEWER UPGRADE-CAPITA	PROGRESS BILLING UV UNIT U	6,200.00
	LOWES BUSINESS ACCOUNTS	997-451-00	PLANT - CAPITAL	SCOUR PADS	7.00
	BRUFFEY TRUCKING INC	997-456-00	WESTON ROAD NORTH SE	STONE	526.13
	CENTRAL SUPPLY CO	997-456-00	WESTON ROAD NORTH SE	1 YD. CONCRETE	183.19
	FERGUSON WATERWORKS	997-451-00	PLANT - CAPITAL	14" HYDAX	2,170.00
	ENTERPRISE EM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	22GMW 2017 JEEP GRAND CH	467.06
		997-454-00	NEW EQUIPMENT-CAPITA	22RKT 2016 NISSAN FRONTI	291.98
		997-454-00	NEW EQUIPMENT-CAPITA	22RKYD 2016 NISSAN FRONTI	291.98
		997-454-00	NEW EQUIPMENT-CAPITA	22RKYH 2016 NISSAN FRONTI	291.98
	COMMUNITY BANK	997-456-00	NEW EQUIPMENT-CAPITA	SAN DEC 2020 CRANE TRK PYM	1,655.65
		997-456-00	NEW EQUIPMENT-CAPITA	SAN DEC 2020 F550 PYMT	3,111.32
			TOTAL:		15,406.89

CITY OF BUCKHANNON
WEST VIRGINIA
26201

70 E MAIN STREET
BUCKHANNON, WV 26201

TELEPHONE
(304)472-1621
TDD # (304) 472-8560
FAX # (304) 472-4520

12-Jan-21

Statement

Tennerton PSD - Terry Gould
188 Fayette Street
Buckhannon, WV 26201

Dear Mr. Gould,

Please make check payable to the Sanitary Board of the City of Buckhannon for the total charges listed below:

Billing Month	Dec-20	
Total Consumption	2,504,700 gallons	\$ 14,001.27
\$5.59 per thousand gallon		
Total Customers	656	\$ 984.00
\$1.50 per customer		
		\$ 14,985.27
Sep-20		\$ 16,809.29
Oct-20		\$ 17,355.76
Nov-20		\$ 18,014.32
Total Due Sanitary Board		\$ 67,164.64

Sincerely,

Amberle Jenkins
Assistant Recorder
City of Buckhannon

AJ/art

During the report, Mayor Skinner arrived and took over as the Chair.

Motion to approve the December Finance Report was made by Frye/Loftis. Motion carried.

D. Department Report - Bryan "Buck" Samples provided the following report on department activities:

D.1 33 West Extension North - Buck reported that this has been a complicated project, but Brian and his crew has done a great job. Brian has the inverted siphon complete (Creek Crossing). We have the main sewer line hooked up. We have moved back to upper end (Mike Ross property). We have hired a part time person, Ethan Crosten, who is an engineering student and is working with Sam on ROW for this project. We can now hook up the Way of Holiness, Block plant, JF Allen

office building, and Diversified Drilling.

Board member Loftis ask how close to completion was the project. Mr. Samples said it was about 60 to 70% complete.

D.2 33 West Extension South- JF Allen project - Nothing new to report on this project.

D.3 Plant Operations- Testing - All tests are in limits. We have moved Jason Tenney to the lab for training 2+ hours per day.

ES-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Dec-20
City: Buckhannon, WV.
Operator: Dan Baker

Date	INFLUENT WASTEWATER				BELT PRESS			Plant Effluent					Amn. Nit. mg/l	
	Sol. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit C.V.	Gals. Net Added	Pounds Dry solids Produced	Sol. mg/l	BOD5 mg/l	Fecal Coli./100 ml	D.O. mg/l		PH
12/1/20			1.389	17.0	7.13	2.0							6.99	
12/2/20	72	181	1.044	16.0	7.18	2.0			2.0	2.6		9.2	6.98	<0.070
12/3/20			1.275	17.0	7.16	2.0	23,180	3,492				9.2	6.97	
12/4/20			0.667	17.0	7.12	2.0						9.0	6.94	
12/5/20			0.227			2.0								
12/6/20			1.349			2.0								
12/7/20			1.149	16.0	7.11	2.0					7	9.3	6.97	
12/8/20			0.939	14.0	7.15	2.0			2.0	2.6		9.3	7.02	<0.070
12/9/20	112	184	0.850	14.0	7.18	2.0						9.0	6.99	
12/10/20			0.791	14.0	7.16	2.0	26,485	3,865				9.7	7.00	
12/11/20			0.710	15.0	7.17	2.0								
12/12/20			0.802			2.0								
12/13/20			1.030			2.0								
12/14/20			2.899	15.0	7.19	2.0						9.0	7.05	
12/15/20			7.428	16.0	7.20	2.0	33,024	3,168	2.0	2.5		9.2	7.02	
12/16/20	94	180	3.320	14.0	7.18	2.0						9.1	7.00	<0.070
12/17/20			2.748	12.0	7.09	2.0						8.7	6.88	
12/18/20			1.823	12.0	7.08	2.0						8.9	6.87	
12/19/20			1.500			2.0								
12/20/20			1.686			2.0								
12/21/20			0.370	12.0	7.12	2.0	29,004	3,242			1	8.6	6.83	
12/22/20			1.995	12.0	7.11	2.0			2.0	2.4		8.5	6.81	0.336
12/23/20	96	190	1.448	12.0	7.13	2.0						8.5	6.80	
12/24/20			3.491	15.0	7.09	2.0						8.3	6.76	
12/25/20			2.872	13.0	7.06	2.0						8.5	6.71	
12/26/20			1.620			2.0								
12/27/20			1.596			2.0								
12/28/20			1.912	13.0	7.11	2.0	33,332	2,841				8.6	6.74	
12/29/20			1.321	12.0	7.14	2.0			2.5	2.4		8.8	6.76	<0.070
12/30/20	128	219	1.251	13.0	7.12	2.0						8.9	6.75	
12/31/20			0.246	13.0	7.18	2.0						9.2	6.87	
TOTAL			51.756				119,025	16,518						
AVERAGE	96	191	1.670	14.0	7.14	2.0			2.1	2.5	6	9.0	6.90	0.067
MAXIMUM	128	219	3.491	17.0	7.20	2.0			2.6	2.6	14	9.7	7.02	0.336
MINIMUM	72	180	0.667	12.0	7.06	2.0			2.0	2.4	1	8.3	6.71	0.000
LIMITS	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA



Applicant: BUCKHANNON, CITY OF
Reference ID: WV0032336Jan.2021 (01/20/2021)
eDMR Worksheet - WV0032336 - 001
Status: New

Type: Electronic DMR
Permit ID: New/Pending
Printed: Jan. 20, 2021 1:22 PM

Permit: WV0032336
Cutoff No: 1801
Open for the Month of: December
Year: 2020

Plant

Lab Performing Analysis: 153 - BUCKHANNON WASTEWATER TREATM

Parameter	Frequency	Quantity				Units	Other Units				Measure Frequency	Sample Type	Lab Test/Freq		
		Avg	Max	Units	Number Exposed		Min	Avg	Max	CEL*					
0200 (ML-1) RP-A Flow In Conduit Or Treatment Plant	Reported	N/A	N/A				1,670	3,491			mgd	0	Continuous	measured	153
0310 (ML-5) RP-A Soc	Reported	313	625	Lbs/Day	0		15	30			mg/l	0	1/week	8 hr comp	153
0310 (ML-5) RP-A Water Max - June 30	Permit Limits	Avg. Monthly	Max. Daily				Avg. Monthly	Max. Daily				0	1/week	8 hr comp	153
0320 (ML-5) RP-A Suspended Solids, Total	Reported	26.7	55.4	Lbs/Day	0		2.1	2.5			mg/l	0	1/week	8 hr comp	153
0320 (ML-5) RP-A Suspended Solids, Total	Permit Limits	Avg. Monthly	Max. Daily				Avg. Monthly	Max. Daily				0	1/week	8 hr comp	153
0410 (ML-5) RP-A Bio. 5day Potomac Removal, Dry	Reported	N/A	N/A				80.7	85			Percent	0	2/month	Calculated	153
0410 (ML-5) RP-A Bio. 5day Potomac Removal, Wet	Permit Limits	N/A	N/A				85	85			Percent	0	1/month	Calculated	153
0410 (ML-5) RP-A Calc. Suspended Percent Removal, Dry	Reported	N/A	N/A				92.0	92.0			Percent	0	4/month	Calculated	153
0410 (ML-5) RP-A Calc. Suspended Percent Removal, Wet	Permit Limits	N/A	N/A				92.0	92.0			Percent	0	2/month	Calculated	153
0410 (ML-5) RP-A Calc. Suspended Percent Removal, Wet	Reported	N/A	N/A				92.0	92.0			Percent	0	2/month	Calculated	153
0410 (ML-5) RP-A Calc. Suspended Percent Removal, Wet	Permit Limits	N/A	N/A				92.0	92.0			Percent	0	2/month	Calculated	153
0420 (ML-2) RP-A Calc. Total Potomac Removal, Dry	Reported	N/A	N/A				8	14			Cals/100ml	0	1/week	Grab	153
0420 (ML-2) RP-A Calc. Total Potomac Removal, Dry	Permit Limits	N/A	N/A				8	14			Cals/100ml	0	1/week	Grab	153
0430 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.71	7.03			S.L.	0	1/week	Grab	153
0430 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0	0			S.L.	0	1/week	Grab	153
0440 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				3.3	3.3			mgd	0	1/week	Grab	153
0440 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				3.3	3.3			mgd	0	1/week	Grab	153
0450 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				7.25	7.25			mgd	0	1/week	Grab	153
0450 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				7.25	7.25			mgd	0	1/week	Grab	153
0460 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.007	0.007			mgd	0	1/week	Grab	153
0460 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.007	0.007			mgd	0	1/week	Grab	153
0470 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.0024	0.0024			mgd	0	1/week	Grab	153
0470 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.0024	0.0024			mgd	0	1/week	Grab	153
0480 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.008	0.015			mgd	0	1/week	Grab	153
0480 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.008	0.015			mgd	0	1/week	Grab	153
0490 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				<0.001	<0.001			mgd	0	1/week	Grab	153
0490 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				<0.001	<0.001			mgd	0	1/week	Grab	153
0500 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.073	0.073			mgd	0	1/week	Grab	153
0500 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.073	0.073			mgd	0	1/week	Grab	153
0510 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.075	0.13			mgd	0	1/week	Grab	153
0510 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.075	0.13			mgd	0	1/week	Grab	153
0520 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				0.010	0.010			mgd	0	1/week	Grab	153
0520 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				0.010	0.010			mgd	0	1/week	Grab	153
0530 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				2.00	2.00			mgd	0	1/week	Grab	153
0530 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				2.00	2.00			mgd	0	1/week	Grab	153
0540 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				1.0	1.0			mgd	0	1/week	Grab	153
0540 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				1.0	1.0			mgd	0	1/week	Grab	153
0550 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				1.35	2.21			mgd	0	1/week	Grab	153
0550 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				1.35	2.21			mgd	0	1/week	Grab	153
0560 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Reported	N/A	N/A				262.2	262.2			mgd	0	1/week	Grab	153
0560 (ML-2) RP-A Calc. Total Potomac Removal, Wet	Permit Limits	N/A	N/A				262.2	262.2			mgd	0	1/week	Grab	153

D.4 Maintenance Crew – Here are the projects that the Maintenance Crew has been working on:

1. Completed painting in garage.
2. Reworked valve on belt press. (Gasket and Seals)
3. Because of spills off the belt on the belt press. Crew replaced belt seals.
4. Repaired leak at Vicksburg P/S discharge.
5. Painting the electrical control room.

D.5 Line Crew – Kevin's Crew accomplished the following:

1. Crew worked on concrete pours for driveways and sidewalk repairs. (182 Camden and 9 Franklin St.)
2. Helped maintenance crew with leak at Vicksburg P/S discharge.
3. Worked on locating manholes that were covered up with stone.
4. Lanny Doerr two sewer taps.

D.6 CSO – LTCP - Sam Ludlow reported that some final tweaks were being made and that it was ready to be put forth for approval. *The Long Term Control Plan (LTCP) is available in its entirety at City Hall.*

BUCKHANNON SEWER DEPARTMENT

LONG TERM CONTROL PLAN

October 2020

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The Chair moved H.2 Approval of the Long-Term Control Plan (LTCP) to the table for Discussion and/or Vote. Amby Jenkins discussed the financial part of the LTCP and that her concerned were being addressed. Jay Hollen confirmed that his review of the plan was favorable and that he felt it read very well. Sam Ludlow offered final remarks concerning the LTCP.

Motion to approve the Long-Term Control Plan (LTCP) and authorize its submission was made by Loftis/Frye. Motion carried.

D.7 North Spring Street – We want Ethan to do the ROW for this project. We are looking to Potesta for geotechnical support for this project.

D.8 Generator Project Update & Bid Opening Procedures (Jay) –Jay Hollen, City Engineer, reported that they had held the pre-construction meeting on Tuesday, January 19, 2021, and had 9 potential bidders for the generator phase of the project and 8 potential bidders for the manual transfer switch phase of the project. Jay has scheduled the bid opening for February 9, 2021 and will then update the Water Board at their February 11, 2021 meeting; this Board at the February 18, 2021 meeting; and the City Council that same evening.

ADVERTISEMENT FOR BIDS

(REVISED)

CITY OF BUCKHANNON

DHS / FEMA REGION III HAZARD MITIGATION PROJECT

INSTALLATION AND SECURING OF

EMERGENCY POWER GENERATION

HAZARD MITIGATION PROGRAM FEMA-DR-4273-WV-0035

The City of Buckhannon’s Water and Sewer Departments, as statutory utilities of the City of Buckhannon (City) will accept sealed bids for various contracts related to the City Of Buckhannon - DHS / FEMA Region III Hazard Mitigation Project - Installation and Securing Of Emergency Power Generation - Hazard Mitigation Program FEMA-DR-4273-WV-0035, which consists of the purchase, delivery and installation of various sized emergency backup generators, various sized automatic and manual transfer switches and 200A pin & sleeve receptacles, concrete bases for the various emergency backup generators required at the City’s Brooke Street Lift Station (LS), the East Main Street LS, the Elias Street LS, the Vicksburg LS, the Wood / Ritchie Street LS, the Water Treatment Plant, the Brushy Fork Road LS, the Deanville LS, the Industrial Park LS, the Island Avenue LS, the Madison Street LS, the Monongalia Street LS, the Mud Lick Road LS, the Route 20 North LS, the TJM LS, the WBUC LS and the Weston Road LS until 1:30 PM EST on February 9, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

The emergency backup generators, automatic and manual transfer switches, pin & sleeve receptacles, concrete bases, all contract specific-related work activities and all necessary appurtenances shall conform to the contract specifications & drawings and other requirements identified in the Bid Package.

A mandatory Pre-Bid Meeting will be held at the City of Buckhannon Public Safety Complex, located at 24 South Florida Street, Buckhannon, Upshur County, West Virginia 26201, on Tuesday, January 19, 2021 at 9:00AM EST. Site visits to each of the seventeen (17) project sites will take place after a brief Project overview. Depending on the weather conditions and the number of sites visited on the scheduled Pre-Bid Meeting date, the Pre-Bid Meeting may be extended to a second day, which will be held on the day after the first Pre-Bid Meeting. Separate sign-in sheets will be available at all site locations and must be signed by all attendees at the beginning of each site visit. Failure to attend and sign the sign-in sheet at each of the (17) site visits shall prohibit the Bidder(s) from submitting a Bid on the respective contract where the Bidder(s) did not attend. Due to the COVID-19 pandemic, all participants shall comply with any COVID-19 or other public health related measures required by the City of Buckhannon at all times.

The Bid Package may be obtained by each Bidder from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon receipt of payment of a \$100.00 non-refundable deposit. If the Bidder requests that the Bid Package be mailed, Bidders shall also pay an additional \$25.00 for the cost of shipping of the Bid Package. Bidders may also elect to have the Bid Package delivered electronically upon receipt of the \$100.00 non-refundable deposit. The Bid Package shall be available on January 6, 2021.

All clarifications, questions or comments regarding the contents of the Bid Package shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:00 PM EST on January 26, 2021.

If a Bidder is submitting alternate products to the types of equipment specified in the Bid Package, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review and approval by the City Engineer no later than 4:00 PM EST on January 26, 2021 (two weeks prior to bid opening) for review.

Bids for each of the seven (7) contracts shall be submitted in a separate sealed (inner) envelope containing the Official Bid Form, and included in a larger sealed (outside) envelope containing the Required Bid Security in the form of either a Bid Bond, which shall be equal to 5% of the total base bid or a Cashier's Check, which shall be equal to 5% of the total base bid, a Power of Attorney form, evidence of a valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, a West Virginia Jobs Act Compliance Certification, a 2020 Experience Modification Rate (EMR) document, and Certification of Receipt of Addenda. All sealed envelopes shall have the following information in the lower left-hand corner for the respective Contract being bid:

Contract No. 4

"Name and Address of Bidder"

City of Buckhannon
Brooke Street Pump Station Generator

Contract No. 5

"Name and Address of Bidder"

City of Buckhannon
East Main Street Pump Station
Generator

Contract No. 6

"Name and Address of

City of Buckhannon
Elias Street Pump Station
Generator

Contract No. 7

"Name and Address of Bidder"

City of Buckhannon
Vicksburg Street Pump Station
Generator
Generator

Contract No. 8

"Name and Address of Bidder"

City of Buckhannon
Wood/Ritchie Pump Station
Generator

Contract No. 9

"Name and Address of

City of Buckhannon
Water Treatment Plant

Contract No. 10

"Name and Address of Bidder"

City of Buckhannon
Eleven (11) Manual Transfer
Switches

Each bid may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE, City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City Engineer shall evaluate all bids received based upon price, specifications, customer satisfaction, service availability, and general suitability for intended use.

The City reserves the right to reject any and all bids, to award the Project to other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City and to waive any bidding informalities that may arise. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the City of Buckhannon, the Sewer Department's and/or the Water Department's expectations and requirements.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

Run Record Delta on 01/09/21 & 01/16/21 & Charleston Gazette on 01/08/21 & 01/15/21

Jay also updated the Board that he received the approval letter from FEMA regarding funds for the additional monies requested for the other project, he can advertise that project (2nd Grant) early to mid-March of 2021.

E. Stormwater

E.1 Buck's Report - Nothing to report.

F. Correspondence and Information

F.1 Advertisement for Bids- DHS/FEMA Region III Hazard Mitigation Project - Emergency Power Generators -Grant No. 2-Published Record Delta Newspaper & The Charleston Gazette- Discussed Earlier See D.8

F.2 Letters to WVDHSEM RE: Invoice No. 9 & No. 10 DHS/FEMA Region III Hazard Mitigation Project Emergency Power Generators

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

January 5, 2021

Mr. Dale Hatfield – Hazard Mitigation Project Officer
West Virginia Division of Homeland Security &
Emergency Management
1703 Coonskin Drive
Charleston, West Virginia 25311

**Re: City of Buckhannon
DHS / FEMA Region III Hazard Mitigation Project
Installation and Securing of Emergency Power Generation
Hazard Mitigation Program FEMA-DR-4273-WV-0036
Invoice No. 9**

Dear Mr. Hatfield,

As part of the requirements of the DHS / FEMA Region III Hazard Mitigation Project grant, the City of Buckhannon (City) is submitting Invoice No. 9 in the amount of \$1,916.67 associated with the above-referenced project for various project management services completed from December 1, 2020 through December 31, 2020.

The costs associated with the project management services is \$70.66.

The costs associated with the engineering & design fees and the preparing & submitting of Invoice No. 8, is \$1,846.01.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at jay.hollen@buckhannonwv.org.

Sincerely,

James S. Hollen, III, PE
City Engineer

Attachments: Work Completed to Date in 1st Quarter 2021 Summary
Labor and Equipment Cost Summary – Engineering, Design & Project Management Services dated January 5, 2021
Payroll Time Sheet Information

cc: Mayor Robert N. Skinner, III
Members of the City Council, the Sanitary Board and the Water Board
Buck Samples – Sanitary Department Superintendent
Kelly Arnold – Water Department Superintendent

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

January 4, 2021

Mr. Dale Hatfield – Hazard Mitigation Project Officer
West Virginia Division of Homeland Security &
Emergency Management
1703 Coonskin Drive
Charleston, West Virginia 25311

**Re: City of Buckhannon
DHS / FEMA Region III Hazard Mitigation Project
Installation and Securing of Emergency Power Generation
and Manual Transfer Switches
Hazard Mitigation Program FEMA-DR-4273-WV-0035
Invoice No. 10**

Dear Mr. Hatfield,

As part of the requirements of the DHS / FEMA Region III Hazard Mitigation Project grant, the City of Buckhannon (City) is submitting Invoice No. 10 in the amount of \$2,464.27 associated with the above-referenced project for engineering, design and project management services completed from December 1, 2020 through December 31, 2020.

The Project Management services that were performed include the updating of the Work Completed to Date spreadsheet and the preparing & submitting of Grant 2 (-0035) Invoice No. 9. The total costs associated with the Project Management services for this invoicing period is \$123.66. Engineering services included the final and/or detailed preparing of specifications, various Bid Forms, various Bills of Materials and other project-related documents necessary for the Bid Package. The total costs associated with engineering & design for this invoicing period is \$2,340.61.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at jay.hollen@buckhannonwv.org.

Sincerely,

James S. Hollen, III, PE
City Engineer

Jay confirmed that F.1 and F.2 were all part of the normal process concerning these projects.

F.3 Tennerton P.S.D. Meeting Minutes November & December 2020

Tennerton Public Service District
Monthly Meeting
November 18, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on Wednesday November 18, 2020

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on October 14, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- * Sewer blockage on our side at Patrick Tenney residence at 273 Foster St. was repaired by Ringers.
- * Kohler Generator - Preventative maintenance agreement / service charge. John Martancy is its regular and the batteries are changed every 3 years. Board approved annual maintenance agreement of \$730.20.
- * As of October 2, Region VII will be the project manager to administer the Phase III of the Hickory Flat / Red Knob Project. The fee of \$40,000.00 will be paid out of project money.
- * Dan Ferrell from Thrasher is making the application for the USDA loan. We will need an agreement with the city for treatment. Terry has sent Dan previous agreements and Mr. Ferrell will be passing them on to legal for clarification and rewording if necessary.
- * Old Armory - Mike Olsaker, agent for the company, couldn't find their tap. They've hired a contractor to find it for them. We also received a letter from the city approving TFD as the sewer provider for the armory and that the City of Buckhannon will treat the water from there.
- * The annual report is done. Next week will be requesting an emergency increase. One half or more of our billing is going to the city for water payments.
- * Trombold Telemetry - Mr. Trombold sampled his new telemetry. USB is in good shape to receive new machinery. Mr. Trombold was hoping we could use cell phones with telemetry but not sure with cell phone service in this area. We have 4 pump stations.

Tennerton Public Service District

188 Fayette Street

Buckhannon WV 26201

11-16-2020
City of Buckhannon

Attn: Amberle Jenkins

Eastside Consumption for the Month of November 2020

Gallons
839300

Tennerton Public Service District
Monthly Meeting
December 9, 2020

The regular monthly meeting of the Tennerton Public Service District was not held in person. A conference call was held due to precautions taken due to Covid 19.

Joining the call were Joe Tenney, John Barnes, Elmer Tenney, Terry Gould, and Vickie Dean.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on November 18, 2020 were not read.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- * 3 new taps at Evergreen Estates
- * Spring 2021 - Infiltration testing will begin in Country Club Estates
- * The annual report has been submitted to the PSC, Thrasher, and the CPA Firm
- * Project status will be reviewed at the January meeting.
- * Election of officers will be at the January meeting

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved
Joseph A. Tenney

G. Consent Agenda

G. 1 Approval of Minutes – 12/17/2020 Sanitary Board Meeting

Motion to approve the Minutes of the 12/17/2020 Sanitary Board Meeting was made by Frye/Loftis. Motion carried.

H. Strategic Issues for Discussion and/or Vote

H.1 Discussion/Approval Advertise Position of Chief Operator - Buck reported that with the changes they have made at the plant, this was not necessary at this point. By training Jason Tenney, it has put a hole in the maintenance department, but they feel things will work out. No action was necessary concerning H.1.

H.2 Approval of the Long-Term Control Plan (LTCP) – Acted upon earlier in the meeting. *The Long Term Control Plan (LTCP) is available in its entirety at City Hall.*

H.3 POTESta Geotechnical Services for N. Spring Street Project - Jerry Arnold explained that he will need to use POTESta for the Geotechnical Services for N. Spring Street Project. Jay Hollen felt that a safe amount to budget would be \$20,000 or less. Discussion among the Board members, Sam Ludlow, Jay, Jerry, and the Mayor took place regarding different aspects of these Geotechnical Services.

Motion to approve the expenditure of up to \$15,000 for Geotechnical Services for N. Spring Street Project by POTESta was made by Loftis/Frye. Motion carried.

H.4 Continued Discussion/Possible Vote-Wimer Avenue-Cost & Road Maintenance Agreement – The Mayor reported that he has heard nothing new on this matter and City Attorney Tom O’Neill confirmed the same. No action was necessary.

I. Board Members Comments and Announcements:

- **Board Member Frye** – Nothing further.
- **Board Member Loftis** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
- **City Recorder Sanders** – Nothing further.
- **Mayor Skinner** – Thanked the employees for all the great work that they do.

J. Adjournment

There being no further business to be transacted motion to adjourn was made by Frye/Loftis at 4:44 PM. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
